Chapter 1 Concepts

OVERVIEW

Installation
Tables   The purposes of the Installation Tables are:

!   To establish processing parameters, i.e., grace periods, purchasing limits, approval
          limits, etc., for processing in AGPS

!   To establish non-work days for scheduling purposes

!   To establish all codes, i.e., status, action, region, document types, etc required for AGPS
          processing

!   To establish reciprocity states for bidding and award purposes

!   To establish region codes for bidding and delivery purposes

!   To establish access authority to AGPS

Installation tables are used in AGPS to establish all required pre-established codes used by
the various screens/programs for processing in AGPS. An installation table (BAAT) is used
to establish access to and maintenance authority to AGPS by users. Another table (BHOL)
is used to identify non-work days. Another table (BSTD) is used to establish the standard
for scheduling of requisition and solicitation documents, etc.

Terminology

The following terms are used throughout this unit:

Access Table. This term is used to refer to the BAAT Table. This table is used to record user identification codes, agencies that user is authorized to access and maintenance authority for that agency.

ARCH Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the order database with the ORD5 screen. All authorizations used by AGPS are maintained in the BAAT Table.

BAPV Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the approvers database with the BAPV screen. All authorizations used by AGPS are maintained in the BAAT Table.

Begin Date(s). This term is used to refer to the month and day for start of entry/processing of next fiscal year transactions prior to start of a new fiscal year.

BLBL Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the accounting labels database with the BLBL screen. All authorizations used by AGPS are maintained in the BAAT Table.

Calendar Year. Self explanatory.

COMM Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the commodity database with the commodity screens. All authorizations used by AGPS are maintained in the BAAT Table.

Document Type. This term is used to refer to a code used to identify a document within AGPS, i.e., DCI - Distribution Center Item requirement.

Executive Agency. This term is used to refer to the name of the executive department to which the agency must report. The first three characters of the agency number is used to identify the executive department.

FY Begin Date. This term is used to refer to the month and day for start of a new fiscal year.

FY End Date. This term is used to refer to the month and day for end of a new fiscal year.

Grace Date(s). This term is used to refer to the month and day for end of entry/processing of prior fiscal year transactions after start of a new fiscal year.

Holiday. This term is used to refer to a non-work day. It may be a holiday or a weekend.

Julian Date. This term is used to refer to a date based upon the Julian calendar. E.G. January 1 is listed as 001 and January 31 as 031.

KAMD Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract amendment records with the KAMD screen. All authorizations used by AGPS are maintained in the BAAT Table.

KENT Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract records with the KENT screen. All authorizations used by AGPS are maintained in the BAAT Table.

KINV Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract invoice/payment records with the KINV screen. All authorizations used by AGPS are maintained in the BAAT Table.

KLDL Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract line demographics records with the KLDL screen. All authorizations used by AGPS are maintained in the BAAT Table.

Last Requisition/Solicitation/Contract/Order Number/Commodity Item/File Number/CFMS(Contract Financial Management System). Self explanatory.

Movable Property Override Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain the movable property flag on a requisition or order/change order line record. All authorizations used by AGPS are maintained in the BAAT Table.

Nature of Purchase. This term is used to refer to code that describes the nature or type of purchase processed, i.e., S1 - Services Routine, S3 - Services Complex, etc.

NOA. This term is used to refer to the contract Notice Of Award report that may be generated as required.

NO. P.O. Copies. This term is used to refer to the number of extra copies of a purchase order that will print in addition to the standard number.

OPAY Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain payment records with the OPAY/OPLN screens. All authorizations used by AGPS are maintained in the BAAT Table.

OWLK Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain object cross-walk records with the OWLK screen. All authorizations used by AGPS are maintained in the BAAT Table.

PAPV Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the approvers database with the PAPV screen. All authorizations used by AGPS are maintained in the BAAT Table.

Reciprocity Code. This term is used to refer to the code used in AGPS to identify a state which is a reciprocity state.

Region Code. This term is used to refer to the code used in AGPS to identify a bidding/performance region within the state by parish code.

Standards (Table). This term is used to refer to the standard or average period of time required for processing certain functions within AGPS purchasing process.

Tables Table. This term is used to refer to a database table that is used to establish and define all processing codes, i.e., document type, status code, parish codes, state code, etc. that is used by AGPS for processing of requirements, awards, etc.

Text Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the text database with the text screens. All authorizations used by AGPS are maintained in the BAAT Table.

Two-Way Match. This term is used to indicate whether the state will allow a 2 way match to process payments to accounting.

Universal Authorization (Auth). This term is used by AGPS to indicate whether or not the user has universal access to all processing screens. All authorizations used by AGPS are maintained in the BAAT Table.

User ID. This term is used to identify the code entered by the user for access to AGPS. The User ID is also maintained in the BAAT Table.

VEND Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain vendor records in the vendor database with the vendor screens. All authorizations used by AGPS are maintained in the BAAT Table.

XWLK Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain accounting distribution cross-walk records with the XWLK screen. All authorizations used by AGPS are maintained in the BAAT Table.

Key Concepts

Overview	The installation database contains information critical to the purchasing process such as authorization, grace periods, non-work days, standards and codes for processing within AGPS. Because of their impact on the operation of the system, maintenance of the installation tables is the responsibility of the system administrator. Also, only the system administrator has access to the installation database except for the codes table.
Components	Installation database components include the following: standards, installation, codes, holiday, access authority, reciprocity and region codes.
Standards	All purchase functions within AGPS have certain standard time frames for accomplishment depending on document type and nature of purchase. Schedules used primarily with requisition and solicitation processing are based on these standards.
Installation	The installation table assigns document numbers and establishes fiscal year parameters, processing limits for purchases, and variances for the receipt/invoice/payment process. Grace periods permit processing of transactions for a predetermined number of days prior to the start of the fiscal year using that new fiscal year for processing, or after the end of the previous fiscal year using the prior fiscal year for processing.
Codes	All codes used for processing in AGPS are established and maintained in the codes table which is also used for validation and interpretation of the codes.
Holiday	A list of non-work days for requisition, solicitation and order processing ensures that key events like bid opening, contract award, and payment are not scheduled for holidays and weekends.
Access Authority	All AGPS users are identified by USERIDs, agencies for which they are authorized access, and maintenance authority.
Reciprocity Code	This table is used to establish and maintain reciprocity states for the processing of bid tabulations and making awards.
Region Codes	This table is used to establish and maintain geographical regions of the state by parish for delivery restrictions.

Discussion of Transactions

Access Authority
Table (BAAT)
    The Access Authority Table screen is used for identifying all AGPS users, their authorization, agency or agencies for which they are authorized to access records, and maintenance authority for the specified agency.

Holiday Table
(BHOL)
    The Holiday Table screen is used for the establishing and maintenance of non-work days to be used within the AGPS scheduling/award processes for requisitions and solicitations.

Installation Table
(BINS/BIN2/BIN3)
    The Installation Table screen (BINS, BIN2, BIN3) is used for the review of installation processing parameters. Some of the information displayed is last requisition number, last solicitation number, last file number, fiscal year begin/end date, grace period dates, on-line award limitations, approval parameters for allowed variances (percentage) and dollar limits, etc.

Reciprocity Table
(BRCP)
    The Reciprocity code table is used for establishing and maintaining reciprocity states the processing of bid tabulations and making awards.

Regions Code Table
(BREG/BRGI)
    The Regions Code Table screen is used for the establishing and maintaining geographical regions of the state by parish code for bidding/performance restrictions.

Standards Table
(BSTD)
    The Standards Table screen is used for the establishing and maintaining processing standards for certain purchasing functions within AGPS by document type and nature of purchase.

Tables Table
(BTAB)
    The Tables Table screen is used for the establishing, interpreting and maintaining all codes used for processing within AGPS.